MEPRS CONNECTING THE DOTS

MEPRS Fundamentals

8Mar11

?? WHAT IS MEPRS ??

The *Cost Accounting System* which provides consistent principles, standards, policies, definitions, and requirements for the accounting and reporting of expenses, manpower, and performance of Army, Air Force, and Navy fixed military medical and dental facilities.

Overview

What MEPRS personnel need to know before processing MEPRS data.

- AMPO MEPRS Analyst POCs
- System Access
- Important Websites
- MEPRS Functional Categories
- Primary Sources of MEPRS Data
- Operational Inspection Program Checklist
- Reconciliation and Transmission Requirements
- Metrics and Analysis
- Important MEPRS References

ARMY MEPRS PROGRAM OFFICE (AMPO) POINT OF CONTACT

NORTHERN REGIONAL MEDICAL COMMAND			DMHRSi HR POC: Alice Giles
DMIS	**INSTALLATION**	**FACILITY NAME**	**AMPO Analyst**
0037	WRAMC	WRAMC	G. Ybarra
0061	FT KNOX, KY	Ireland ACH	G. Ybarra
0069	FT MEADE, MD	Kimbrough ACH	H. Cardenas
0086	WEST POINT, NY	Keller ACH	H. Cardenas
0089	FT BRAGG, NC	Womack AMC	H. Cardenas
0121	FT EUSTIS, VA	McDonald AHC	C. Soto
0122	FT LEE, VA	Kenner AHC	G. Ybarra
0123	FT BELVOIR, VA	DeWitt AHC	H. Cardenas
0330	FT DRUM, NY	Guthrie AHC	J. McCleary

SOUTHERN REGIONAL MEDICAL COMMAND			DMHRSi HR POC: Vicki O'Neal
DMIS	**INSTALLATION**	**FACILITY NAME**	**AMPO Analyst**
0001	REDSTONE, AL	Fox AHC	H. Cardenas
0003	FT RUCKER, AL	Lyster AHC	H. Cardenas
0047	FT GORDON, GA	DDEAMC	H. Cardenas
0048	FT BENNING, GA	Martin ACH	H. Cardenas
0049	FT STEWART, GA	Winn ACH	H. Cardenas
0060	FT CAMPBELL, KY	Blanchfield ACH	H. Cardenas
0064	FT POLK, LA	Bayne-Jones ACH	C. Soto
0098	FT SILL, OK	Reynolds ACH	G. Ybarra
0105	FT JACKSON, SC	Moncrief ACH	H. Cardenas
0109	FT HOUSTON, TX	Brooke AMC	J. McCleary
0110	FT HOOD, TX	CR Darnall AMC	H. Cardenas

WESTERN REGIONAL MEDICAL COMMAND			DMHRSi HR POC: Robert Hamilton
DMIS	**INSTALLATION**	**FACILITY NAME**	**AMPO Analyst**
0005	FT WAINWRIGHT, AK	Bassett ACH	J. McCleary
0008	FT HUACHUCA, AZ	RW Bliss AHC	G. Ybarra
0032	FT CARSON, CO	Evans ACH	J. McCleary
0057	FT RILEY, KS	Irwin ACH	G. Ybarra
0058	FT LEAVENWORTH	Munson AHC	J. McCleary
0075	FT GL WOOD, KS	L. Wood ACH	G. Ybarra
0180	FT BLISS, TX	WBAMC	G. Ybarra
0125	FT LEWIS, WA	MAMC	J. McCleary
0131	FT IRWIN, CA	Weed ACH	J. McCleary

PACIFIC REGIONAL MEDICAL COMMAND			DMHRSi HR POC: Lori Sayers
DMIS	**INSTALLATION**	**FACILITY NAME**	**AMPO Analyst**
0052	FT SHAFTER, HI	Tripler AMC	J. McCleary
0610	CAMP ZAMA, JA	BG Crawford Sams AHC	J. McCleary
0612	SEOUL, KO	Brian Allgood ACH	G. Ybarra

EUROPEAN REGIONAL MEDICAL COMMAND			DMHRSi HR POC: David Curran
DMIS	**INSTALLATION**	**FACILITY NAME**	**AMPO Analyst**
0606	HEIDELBERG	Heidelberg	G. Ybarra
0607	LANDSTUHL	Landstuhl RMC	G. Ybarra
0609	VILSEK	Bavaria MEDDAC	G. Ybarra

BASICS

- Read, Understand, Implement Policy & Guidance
- File & Table Builds/Updates
- Understanding EAS Business Rules
- EAS IV Repository
- Quality Data
- System Interfaces (source files)
  - CHCS
  - DMHRSi
  - WMSNi
  - GFEBS/STANFINS
- Software

Available Training

- Available Training
  - 5M²U (Five Minute MEPRS University) - http://www.meprs.info/5M2U/
  - QUEST - http://www.meprs.info/quest.cfm
  - DMHRSi – Help Function
    - Tutor Process
  - EASi – Help Function
  - CHCS System Administrator (local)
    - CHCS User Desktop Guide

Getting Access – EAS

- EAS
  - Accessible via Internet Explorer website: https://eas.csd.disa.mil/eas4i/welcome.jsp
  - Local MEPRS Office Personnel
  - System Services – User Management
  - Requires EASi Web CD software loaded to personal computer (PC). Contact Army MEPRS Help Desk at 210-295-0902, DSN 421 for software assistance.
  - Contact designated AMPO Analyst to request EASi account and to request EASi trouble tickets.

- EASi BUSINESS OBJECTS:
  - This software allows users to access EASi reports within the EASi application.
  - Requires a DVD at the local level to load EASi BO, BOXi R2 SP6 software to PC Contact MHS Helpdesk at 800-600-9332 to request copies of the DVD.
  - Contact Army MEPRS Help Desk at 210-295-0902, DSN 421 for assistance in loading software and requesting EASi BO trouble ticket for disabled account.

Getting Access – EAS Repository

- EAS IV Repository

Allows users to query MEPRS data that has been transmitted by all MEPRS offices for Army, Air Force, and Navy.

- Each MTF will need to contact the MHS Help Desk, 1-800-600-9332, or mhs_remedy@timpo.osd.mil to request copies of the required upgrade software for user PCs. Sites who already have BOXi R2 SP4 should request the BOXi R2 SP6 upgrade. Sites who do not have BO loaded at all will need both BOXi R2 SP4 and SP6.

- Once received, the upgrade software should be provided to the IMD for use and assistance with the installation of the software. The software will need to be loaded for all personnel to access either the EASi Reports or generate queries and reports from the EASIV Repository.

- Contact designated AMPO Analyst for EASIV Repository account.
  - Must take and pass a short exam on MEPRS data (5-6 Qs)
  - Complete/Submit a Request thru MTF MEPRS Coordinator to AMPO/TMA
  - Contact designated AMPO Analyst to request an EASIV Repository Trouble Ticket for
    - ✓ Password resets
    - ✓ or if account becomes disabled.

Getting Access – DMHRSi

- DMHRSi
  - Accessible via Internet Explorer website: https://dmhrsi.csd.disa.mil/
    In the section titled Logon, select Apps Logon Links, and select:
    - a) E-Business Suite Home Page
    - b) Oracle Discoverer Viewer
  - Local SAA – Submit request to dmhrsiaccounts@tma.osd.mil
    - Employee Self Service
    - Timekeeper Specialist
  - Labor Cost Assignment (LCA) - all LCA Roles
    - Must submit request to AMPO

Getting Access – CHCS/WAM

- CHCS/WAM
  - Contact designated AMPO Analyst for a copy of the CHCS Desktop Guide, v28 September 2007 and to request assistance with problems importing CHCS WAM file to EASi.
  - Contact local CHCS Database Administrator or Systems Administrator for access to CHCS.
  - Request access per CHCS Desktop Guide, Appendix G, Recommended Options for MEPRS Coordinators.
  - Local CHCS DBA
    - Secondary Menu – DGNAS WAM USER
    - Security Keys – DGNAS USER
  - CHCS personnel are responsible for SFTP transfer of CHCS WAM file to EASi server.
    - Contact AMPO AMPO Analyst for a copy of the CHCS ETU Configuration settings
    - Can be provided to local CHCS personnel for successful SFTP file transfer to EASi.

Getting Access – DFAS

- DFAS:
  - Users must be registered in the web site in order to SFTP their STANFINS financial file for import into EASi. Does not apply to DMHRSi.
  - Contact your AMPO Analyst for FTP instructions for accessing DFAS website. If there is an error, please contact your Mid-Tier TASO for instructions to verify your CAC email address. Local MTF Budget personnel can provide DFAS Mid-Tier TASO contact information.
  - Users should access the URL: https://corp1.dfas.mil/pwsscHome.html.
  - SFTP software is required for accessing DFAS Corporate Server because DFAS Corporate Server is the destination for download of MTF STANFINS file.
  - SFTP software should be provided by the local IMD office. If the local IMD office does not have the software, it must be purchased by the local MTF.
  - Contact local IMD for software assistance and problems with SFTP software.
    AMPO Analysts can work with the IMD staff for configuring the SFTP Software
    - ✓ WS-FTP or Reflections

IMPORTANT WEBSITES

1) **EASi APPLICATION/PRODUCTION:**

- Accessible via Internet Explorer website: https://eas.csd.disa.mil/eas4i/welcome.jsp. This website link is for EASIV/EASi data entry required to produce a monthly MEPRS report.

2) **AKO Website for MEPRS Guidance:**

- Army-specific guidance can be found on the AKO website http://www.army.mil/ako/. Access the 70C Comptroller Homepage at: https://www.us.army.mil/suite/portal/index.jsp Hint: To locate the 70C Homepage, the user can type 70C in the Search field. On the 70C Homepage, access FY11 Funding Guidance (FY_FGL_Annex_C) under 70C Comptroller Information Annex C. Annex C is the FY11 MEPRS Policy Guidance which is available in a PDF document.

- For the remainder of the MEPRS Policy and Guidance on the 70C Homepage (www.us.army.mil/suite/page/584), go down the screen to locate the 70C Knowledge Centers, select Next Page, and access the MEPRS Guidance Folder which has detailed guidance for GME/GDE, Clinical Administrative Time, Financial Reconciliation Helpful Hints, Operational Assessment Program Checklist, and more.

3) **AMPO Website:**

- Since January 2007, the AMPO website has not been maintained with current MEPRS guidance; however, it does contain important information published prior to January 2007. The AMPO website is available at: http://www.ampo.amedd.army.mil.

IMPORTANT WEBSITES

4) **AKO Website for DMHRSi Guidance:**

- DMHRSi Service Occupation Code Table, DCPS/DMHRSi Pay Code Task Mapping Table, general Information on establishing FY11 projects, information on converting to the new TDA, the FY10 EASi tables and table changes, Labor Cost Assignment (LCA) FY 11 Documentation and guidance for DMHRSi FY11 processing are available from the AMPO Analyst

5) **TMA MEPRS Website:**

- MEPRS Information Portal Website (http://www.tricare.mil/ebc/rm_home/meprs/index.cfm)

- The MEPRS Information Portal is your gateway to MEPRS related resources, including
  - ✓ policy documents,
  - ✓ learning materials,
  - ✓ data quality metrics,
  - ✓ MEWACS,
  - ✓ MEPRS Application and Data Improvement (MADI) Workshop,
  - ✓ MEPRS Six Sigma Metrics, and much more.

IMPORTANT WEBSITES

6) Resources Information Technology Program Office (RITPO) Web Page:

- As a reminder, individuals needing access to the RITPO webpage must submit a request to Ms. Jennifer Harrison at Jennifer.Harrison.ctr@tma.osd.mil. Access to the RITPO webpage is an important source of information pertaining to EASIV, and provides information on EASIV releases and updates.

7) DFAS:

- Users must be registered in the web site in order to SFTP their STANFINS financial file for import into EASi. Does not apply to DMHRSi.

- Users should access the URL: https://corp1.dfas,mil/pwsscHome.html.

8) DMHRSi CIVILIAN PAYROLL and DMHRSi SYSTEM STATUS:

- To verify the status of DMHRSi civilian payroll available for import to DMHRSi, or to verify the status of the DMHRSi system, users should access the URL: https://dmhrsistatus.csd.disa.mil.

IMPORTANT WEBSITES

9) MHS Learn Website:

- The Military Health System Learning Portal is your world-class site for online and blended training. The "NEW" Learning Portal is a centralized, web-based training platform. You can attend courses in a virtual setting and participate in online training for HIPAA, AHLTA, CHCS, DMHRSi, and other assigned training. Users can access the MHS Learn Website URL at: https://mhslearn.satx.disa.mil/ilearn/en/learner/mhs/portal/home.jsp.

10) EASIV/EASi Training Database:

- Contact your AMPO Analyst for a User Id to access the training database. The EASIV Training URL is: https://eastraining.csd.disa.mil/eas4i/welcome.jsp.

11) SAIC CENTRAL FUNDED CONTRACT SALARY INFORMATION:

- Salary expense of Centrally Funded SAIC Contract personnel who work at the MTF should be recorded as a manual Free Receipt expense in EASi, Adjustment, Financial. Annual salary amounts for SAIC personnel are available at the SAIC URL: https://www.saic.com/contractcenter/gsa-it/services-rates-it.html

Software

- Internet Explorer
  - **Required links**
    - **EASi: https://eas.csd.disa.mil/eas4i/welcome.jsp**
    - **DMHRSi: https://dmhrsi.csd.disa.mil/OA_HTML/AppsLocalLogin.jsp**
    - **AKO: https://www.us.army.mil**
    - **EAS IV Repository https://eascr.csd.disa.mil/businessobjects/enterprise115/desktoplaunch/logonFullClient.jsp**
    - **GFEBS: https://prodep.gfebs-erp.army.mil/**
- MS Office
  - **Excel**
    - **Analysis**
    - **Reports**
      - **Pivot Tables**
  - **Word**
    - **Policies/guidance**
  - **Power Point**
    - **Presentations**

Software (cont.)

- Business Objects Xi
  - **EASi Reports**
  - **EAS IV Repository AdHoc Reports/Queries**
- Acrobat Reader
  - ***.pdf files**

Policy & Guidance

- MEPRS Management Improvement Group (MMIG)
  - Responsible for:
    - Development, implementation and management of MEPRS policies,
    - Procedures and business practices,
    - Integrating the collection, processing and reporting
      - Standard workload, financial, and labor data in the EAS.
    - Ensures MHS business practice standardization and procedural compliance related to
      - the preparation,
      - validation,
      - audit,
      - submission and reporting of MEPRS data.
  - Operates under the auspices of the TMA Resource Management Steering Committee (RMSC).

Policy & Guidance

- FY Funding Guidance Letter
  - MEPRS Annex
- Required Documents
  - Criteria for a Stand-alone Work Center
  - FY Reporting Components by FCC
  - ASN Order and Data Set Guidelines
  - G Account Readiness Business Rules
  - MTF Processing & Submission Dates
  - Financial Reconciliation Helpful Hints
  - Narrative format
  - GME – GDE Guidance & Business Rules
  - EASi Tables - (downloadable from within EASi)
  - CHCS Workload Desktop Guide
  - DMHRSi Desktop Guide
  - EAS Functional User's Guide
  - EAS IV Repository Functional User's Guide
- http://www.army.mil/ako
  - https://www.us.army.mil/suite/portal/index.jsp

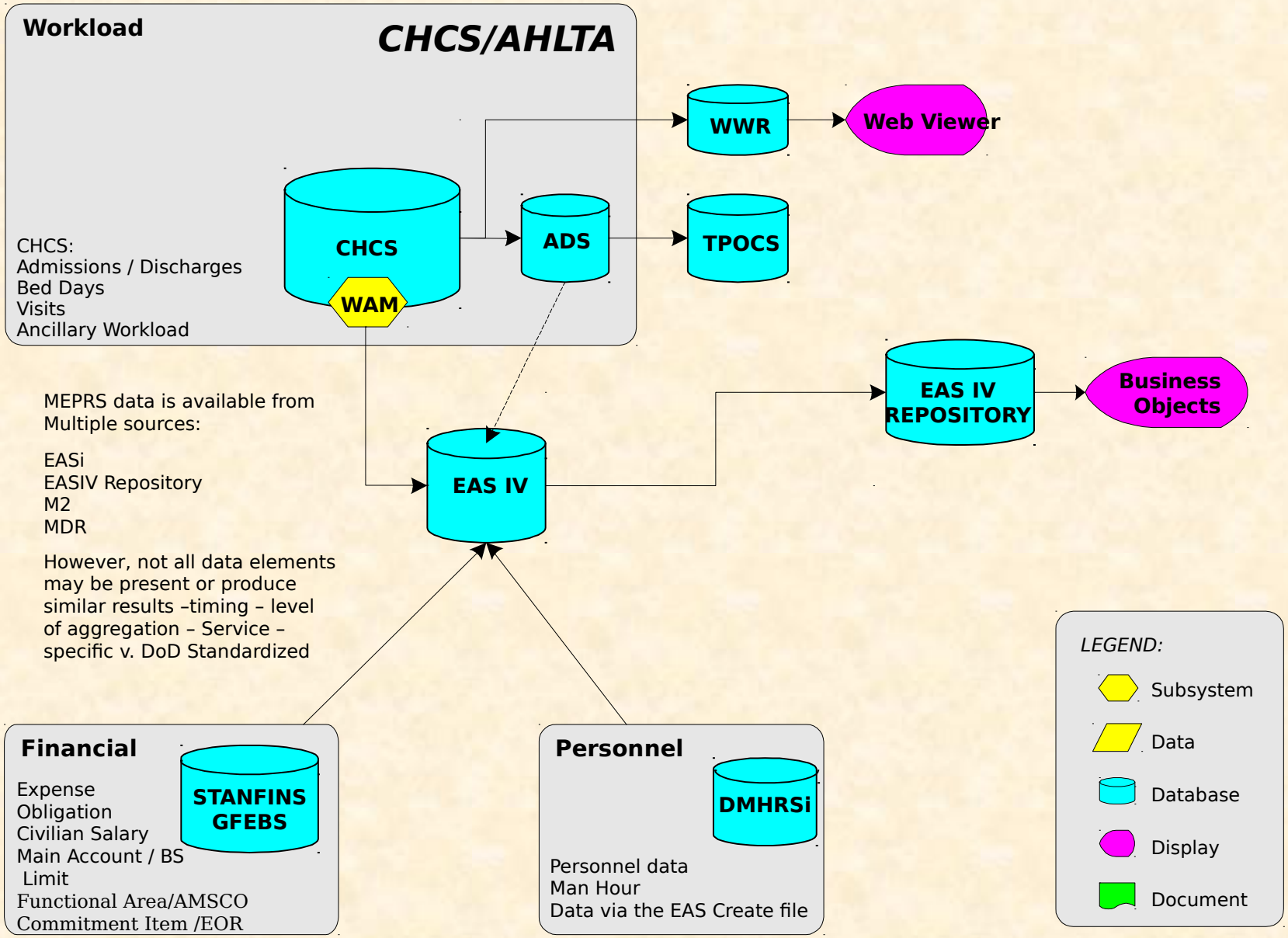
Microsoft Office
el 97-2003 Worksh

System Interfaces

- CHCS
  - WAM
- DMHRSi
  - EAS Create File
- WMSNi
- GFEBS/STANFINS
  - GFEBS – auto upload to EASi
  - STANFINS – manual retrieval and upload into EASi

MEPRS DATA

FEEDERS - FLOW - SOURCES



File & Table Builds/Updates

- EASi
  - Account Subset Definition Table (ASD Table)
  - Datasets
- CHCS
  - Site Definable MEPRS Table
  - CHCS Templates
  - Schedule Management
  - Provider File & Table
- DMHRSi
  - Project #
  - Task List
  - Organizations
- WMSNi
- GFEBS/STANFINS
  - Cost Center Table (GFEBS)
  - APC Table (STANFINS)

DMIS ID

- DMIS ID – Defense Medical Information System Identification
  - Issued for a specific building
  - MTF/DTF has financial responsibility for Base Operations (BASOPS) support and overhead.
  - Category 500 Facility building designated for direct medical or dental patient care.
- PASBA is POC for obtaining a DMIS ID
  - Will coordinate with AMPO to ensure it is valid and meets the criteria as above

MEPRS Functional Cost Code (FCC)

- Definition:
  - Uniformly labels a work/cost center
  - Four-digit alphanumeric code.
    - Workload, expense, and FTE data
      - 1ST Level = functional category
      - 2nd Level = summary account
      - 3rd Level = work/cost center
      - 4th Level = cost centers or work centers that meet the criteria of a valid work center
    - Only the Military Service Headquarters (AMPO) can determine and approve the use of site-specific fourth-level codes.

MEPRS Functional Cost Code (FCC)

- Final Operating Expense Account.
  - The final expense accumulation point in the system.
    - A = Inpatient Care
    - B = Ambulatory Care
    - C = Dental Care
    - F = Special Programs
      - Specified Health Related Programs
      - Public Health Services
      - Healthcare Services Support
      - Military Unique Medical Activities
      - Patient Movement and Military Patient Administration
    - G = Readiness (G)

MEPRS Functional Cost Code (FCC)

- Intermediate Operating Expense Accounts.
  - An operating expense account that is further assigned to final operating expense accounts.
    - D = Ancillary Services
      - Pharmacy
      - Laboratory
      - Radiology
      - Nuclear Medicine
    - E = Support Services
      - Command
      - Special Staff
      - Clinic Management
      - Case Management
      - Utilities
      - Police Protection
      - Fire Protection

DMHRSi

- Data Elements

- Header Record
  - Source System
  - Version
  - ***Unit Identification Code (UIC)**
  - ***Group/Parent DMIS ID**
  - ***Calendar Year**
  - ***Calendar Month**
  - Filler

- Trailer Record
  - Total Number of Bytes
  - Total Number of Records

- Detail Record
  - ***Unit Identification Code (UIC)**
  - ***DMIS ID**
  - ***Functional Cost Code**
  - ***Service Unique Expense Element**
  - ***Service Unique Program Element**
  - ***Basic Symbol Limit**
  - ***Skill Type**
  - ***Skill Type Suffix**
  - ***Service Unique Occupation Code**
  - ***Personnel Category**
  - ***Duty Indicator**
  - ***Source of Funds**
  - Available Salary Expense
  - Nonavailable Salary Expense
  - Assigned FTE
  - Available FTE
  - Nonavailable Sick/Hosp FTE
  - Nonavailable Leave FTE
  - Nonavailable Other FTE
  - Available Workhours
  - Nonavailable Hosp/Sick Workhours

* Denotes key element

DMHRSi

- Derived Data Elements
  - ***Service Unique Expense Element**
  - ***Basic Symbol / Limit**
    - Pers Category
      - Reservist
        - Reserve Type
      - Contractor
        - Contractor Type
        - Skill Type
      - Local National
        - LN Type
        - Country Code
  - ***Duty Indicator**
    - Assigned Organization
    - Group
    - Project / Task Charged

Labor Cost Assignment Desk Reference Guide
Provides detailed information on the exact mapping of the derived data elements

WMSNi

- **Obtaining WMSN file for Import into EASi**

- ***Previous process:***
- **MTFs contacted AMPO Help Desk (Greg Mitchell)**

- ***Current process.***
- **Contact USAMITC Helpdesk to create a trouble ticket to have the WMSN file sent.**
- **800USAMITC@us.army.mil**

Understanding EAS Business Rules

- EAS Functional User's Guide
  - Error Codes – defined
    - Import Errors
    - Initial Validation Checks
      - ECU Warnings/Errors
        - Document reason for correction – Audit report is more useful if documented in comments; not just code
      - Pre-Allocation Validation
        - Warnings - must be addressed, cannot be over-ridden
        - Errors

Data Sets

- DoD 6010.13-M, Appendix 1, Table 1
  - Identifies possible datasets
  - Data to capture (Raw/Weighted)
  - Allocation Factor (Raw/Weighted)
  - Service Unit
- FY Guidance
  - Identifies FCC Includes/Excludes
  - ASN Order

Quality Data

- Site Summary Reports
  - File/Table Builds/Updates
  - EASi Errors/Warnings
  - Data Set Checks/Balances
- AMPO Discrepancy Report
  - EASi Errors/Warnings (Pre-allocation Validation)
  - MEPRS Code Occurrence Report (MCOR)
- Unauthorized FTE Errors Reported in Anesthesia and Nursing Accounts
  - Assigned Personnel Report
  - Summary View Report

EAS IV Repository

- AdHoc query tool
- MEPRS Code Occurrence Report
  - Assist with identifying cause for discrepancy
  - Identifies total cost/expense
    - Financial Pure
    - Direct
    - Purified
    - Providing FCCs Allocated expense
    - FTEs
- Active User Acct, never used – 58.9%(545/321)

M2 Data

- What EAS Data is contained in M2?
- Where does it come from?
- How is it derived?

MEWACS

- MEWACS is a web application that identifies anomalies in MEPRS data transmitted to the EAS IV Repository. MEWACS highlights MEPRS reporting compliance, data trends, and allocation activities using color-coded indicators. When data points appear anomalous, MEWACS flags the issues and alerts the user that an error may have occurred during data processing or transmission. This alarm system prompts MTFs to investigate their data and apply the necessary corrective actions in a timely manner. By reviewing MEWACS routinely, MTF personnel can ensure EAS IV Repository data provide an accurate representation of their site operations. MEWACS is available at **www.MEPRS.info to help sites validate** their EAS IV Repository data.

- Each month, the TMA MEPRS Program Office takes a data snapshot of the EAS IV Repository and presents the information in MEWACS. The extraction includes up to 36 months of data, reflecting new and corrected transmissions in the MEWACS application

IMPORTANCE

- **Review & Analyses**
  - Cost per Sq Ft of “Dead Space”
  - Contract Augmentation of contract in-patient services (RTF – Substance Abuse)
- **Business Case Analysis**
  - MTFs are required to submit when new service is planned to be offered
- **Business Plans**
  - MTFs are required to submit to show how they expect to perform and become/ remain fiscally solvent
- **Provider Productivity**
  - Used to determine potential levels of access to care
  - Used in PPS and PBAM
- **Prospective Payment System (TMA)**
  - Used to determine Service Level funding
- **Performance-Based Adjustment Model (MEDCOM)**
  - Used to determine MTF level funding